

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 14-105

1 SEPTEMBER 1997



AIR FORCE RESERVE COMMAND

Supplement 1

1 May 1999

Intelligence

**UNIT INTELLIGENCE MISSION AND
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: HQ ACC/INO (MSgt Beth A. Lail)

Certified by: HQ USAF/XOI
(Maj Gen John P. Casciano)

Supersedes AFI 14-105, 1 July 1995
and AFI 14-105/AFRES Sup 1, 14 March 1997

Pages: 21
Distribution: F

This instruction is to be used in conjunction with AFRPD 14-1, Air Force Intelligence Planning and Operations, HQ directives, and local guidance. This publication does not address missions and responsibilities of Air Force Intelligence groups and squadrons which perform specialized intelligence functions.

(AFRC) The OPR for this supplement is HQ AFRC/DOIX (Lt Col Barry W. Taylor). This supplement implements and extends the guidance of Air Force Instruction (AFI) 14-105, 1 September 1997, and applies to all AFRC unit intelligence personnel prior to activation and mobilization. It describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction to clarify, define, and standardize intelligence procedures and policies unique to the Air Force Reserve Command unit program. The AFI is printed word-for-word without editorial review. Upon receipt of this integrated supplement, discard the Air Force basic.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

(AFRC) This revision updates and provides Air Force Reserve Command implementation of the revised AFI 14-105, integrates changes resulting from AFRES becoming AFRC, and the changes resulting from AFRC/IN becoming AFRC/DOI.

Chapter 1

GENERAL

1.1. Mission. Provide intelligence training and participate in the planning and execution of Air Force operations. Through close, continuing interface, intelligence will ensure commanders, their staffs, combat crews and other customers are provided the best available information and materials to enhance readiness, facilitate planning, and execute assigned missions.

1.1. (AFRC) The HQ AFRC intelligence mission is to train and manage the equipping of unit level intelligence professionals, fully capable of seamlessly integrating into gaining major command (GMAJCOM) structures on activation and mobilization.

1.2. Responsibilities.

1.2.1. MAJCOM Intelligence Responsibilities:

1.2.1.1. When applicable, determine responsibilities and roles of intermediate headquarters' intelligence organizations.

1.2.1.1. (AFRC) HQ AFRC is responsible for the interface with the air staff and GMAJCOM intelligence functions. The AFRC numbered air force (NAF)/INs are the AFRC focal points for all matters pertaining to AFRC unit intelligence and readiness, except as noted below:

1.2.1.1.1. (Added-AFRC) As the focal point of unit assistance. AFRC NAF personnel coordinate with unit assistance personnel at ACC gained NAF/Air Intelligence Squadron (GNAF/AIS), AMC, and AFSOC unit assistance branches. NAFs may authorize direct contact on a case-by-case basis.

1.2.1.1.2. (Added-AFRC) Units contacting their GMAJCOM and GNAF/AIS for policy guidance must include information copies of all communication to the appropriate AFRC NAF/IN and HQ AFRC/DOIO.

1.2.1.1.3. (Added-AFRC) Units will not respond to uncoordinated GMAJCOM/GNAF reports or other tasking. A list of coordinated reports and other tasking is published in the AFRC Intelligence Almanac. Newly coordinated and one-time reports or taskings, not listed in the Almanac, will bear the *caveat* "coordinated with HQ AFRC/DOI." Units will submit a copy of all GMAJCOM and GNAF/AIS reports to their AFRC NAF/IN and HQ AFRC/DOIO.

1.2.1.1.4. (Added-AFRC) Informal contacts for procedural clarification and requests for intelligence with the GMAJCOM or GNAF/AIS need not include information copies to the NAF/IN or HQ AFRC/DOI.

1.2.1.1.5. (Added-AFRC) HQ AFRC/DOI provides an air reserve component (ARC) unit intelligence liaison officer at HQ ACC/DI and HQ AMC/IN. These officers assist and coordinate between the GMAJCOM/INs, HQ AFRC/DOI, and ANG/DOOC (Air National Guard, Combat Operations and Intelligence) on matters between the commands.

1.2.1.2. Ensure intelligence staff assistance visits are conducted.

1.2.1.3. Staff intelligence manpower issues and coordinate command intelligence assignments.

1.2.1.4. Develop a minimum list of intelligence documents and products for their units and provide for supporting unit requirements for documents and products.

1.2.1.4. (AFRC) The AFRC Standard Intelligence Documents List (SIDL) is the primary reference library for all in-garrison, non-activated, non-mobilized activities, superseding lists from the GMAJCOMs. The AFRC SIDL is published in the AFRC Intelligence Almanac. Units maintain sufficient copies of each document to support simultaneous employment of all tasked intelligence unit type codes (UTC). The AFRC NAF/INs are the waiver authority for the AFRC SIDL.

1.2.1.5. Coordinate intelligence exercise activities and requirements.

1.2.1.5. (AFRC) HQ AFRC/DOI is the point of contact (POC) for individual participation in all exercises, deployed augmentation tours, and home station active-duty backfill tours and operations.

1.2.1.5.1. (Added-AFRC) AFRC unit members available for augmentation tours may, with the unit Senior Intelligence Officer's (SIO) concurrence, avail themselves to perform augmentations tours, deployed or home station backfill against active duty shortfalls, for the primary goal of gaining and broadening their professional intelligence skills and experience.

1.2.1.5.2. (Added-AFRC) AFRC unit level requirements, such as deployments, inspections, and operational support to real world contingencies always take precedence over augmentation tours.

1.2.1.5.3. (Added-AFRC) AFRC/DOI will be notified of all augmentation tour nominations by unit members. HQ AFRC/DOI concurrence with nominations is assumed if no negative response is sent to the field unit and/or supported command.

1.2.1.5.4. (Added-AFRC) AFRC/DOI advises AFRC/DPXX (personnel readiness operations) of all individual intelligence Reservist tours using Reserve Personnel Appropriation (RPA Man-days) (other than unit resources) or active duty Military Personnel Appropriation (MPA Man-days).

1.2.1.6. Advocate fielding of automated intelligence systems and related training, connectivity, and maintenance of systems. Establish and coordinate system requirements with and among subordinate and gained organizations.

1.2.1.6. (AFRC) HQ AFRC/DOI advocates to GMAJCOMs and the air staff the timely fielding of automated intelligence systems, secure connectivity, and related training, to ensure AFRC units stay fully compatible with their active duty counterparts.

1.2.1.7. Ensure mission planning materials (e.g., Global Geospatial Information and Services (GGI&S) and imagery) are available IAW AFI 14-205 (Identifying Requirements for Obtaining and Using Cartographic and Geodetic Products and Services) and theater publication/production policy.

1.2.1.8. Establish Production Request management policy and validate unit and force level intelligence requirements.

1.2.1.9. Exercise overall management of SCI programs and that portion of the Special Security Office system under MAJCOM cognizance to include Tactical-Sensitive Compartmented Information Facility (T-SCIF) and Temporary Secure Working Area (TSWA) operations.

1.2.1.10. Establish internal and external intelligence training policy and guidance.

1.2.1.10. (AFRC) HQ AFRC/DOI coordinates with GMAJCOMs and the Air Education and Training Command to ensure training programs available for unit reservists meet the unique abilities and challenges of the Reserve Command.

1.2.1.11. Establish minimum training standards for all assigned intelligence personnel.

1.2.1.12. Provide support to the MAJCOM commander and staff through current operational intelligence and products.

1.2.1.12. (AFRC) HQ AFRC/DOI provides an intelligence member as part of the “primary group” supporting any HQ AFRC command battle staff or crisis action team (CAT).

1.2.1.13. Ensure comprehensive threat analysis support is provided in support of acquisition programs.

1.2.1.14. Establish compliance criteria that give clear guidance on unit programs and their expected results.

1.2.1.15. Provide policy and guidance pertaining to the overall management of assigned individual mobilization augmentees (IMAs) and serve as a focal point for all Intelligence Reserve IMAs actions.

1.2.1.15. (AFRC) HQ AFRC/DOI serves as the focal point for interface with the intelligence individual mobilization augmentee (IMA) program for functions such as overall career progression management of intelligence reservists.

1.2.1.16. Monitor unit Status of Readiness and Training (SORTS) and inform Air Staff Functional Manager of any problems the MAJCOM is unable to correct.

1.2.2. Operations Support Squadron/Flight (OSS/OSF) Intelligence Responsibilities: The OSS/OSF Senior Intelligence Officer (SIO) is the wing/group SIO. The wing/group SIO is responsible for the planning and execution of intelligence participation during all phases of operations. The wing/group SIO has the authority to and will:

1.2.2. (AFRC) The unit senior intelligence officer (SIO) manages and is responsible for wing intelligence activity at subordinate collocated and geographically separated squadrons.

1.2.2.1. Plan, program, budget for, and manage all intelligence requirements for the unit.

1.2.2.1. (AFRC) The unit SIO is responsible for implementing the wing intelligence program within the squadron and corresponding aviation package, and supplementing this program as required, to meet customer requirements within the squadron/aviation package.

1.2.2.1.1. Validate all subordinate unit intelligence resource requirements.

1.2.2.2. Oversee career progression and training for all intelligence personnel, including any assigned or attached Reserve IMAs within the wing/group on intelligence duties and responsibilities.

1.2.2.3. As functional manager, allocate, assign, and manage all intelligence personnel resources within the wing/group, to include exercise and/or contingency tasking.

1.2.2.4. Review every intelligence OPR/EPR and decoration produced within the wing/group before they go final to ensure they properly reflect the duties of the intelligence professional.

1.2.2.5. Coordinate on all wing/group policies affecting intelligence.

1.2.2.6. Designate personnel to participate in unit tactical deception planning IAW AFI 10-704, (Military Deception Program).

1.2.2.7. Support commanders and their staffs through current and relevant intelligence and products, focusing on enemy capabilities and ongoing threat situation in the unit's area of responsibility including support to air base operability/defense (as applicable), base agencies, tenant organizations, and transient units.

1.2.2.7. (AFRC) The unit SIO ensures intelligence support to the appropriate wing Battle Staff or crisis action team (CAT). An intelligence member should be a member of the wing Battle Staff or Crisis Action Team.

1.2.2.7.1. Analyze all incoming information for impact on the unit mission.

1.2.2.7.2. Rapidly disseminate significant and critical intelligence to battlestaff, aircrews, mission planning personnel, subordinate and lateral units, higher headquarters, and other appropriate agencies.

1.2.2.8. Monitor unit tasking and OPLANs/CONPLANs, and advise intelligence personnel of significant changes and their impact.

1.2.2.9. Ensure all unit plans are reviewed at least annually and write intelligence annexes to ensure all intelligence support and information requirements are identified.

1.2.2.10. Ensure adequate mobility and reception planning and preparedness for OSS/OSF intelligence activities and personnel, including those who will support operational squadrons/flights and any assigned or attached IMAs. Coordinate with operational squadron intelligence personnel to ensure intelligence support at deployed locations meets requirements and minimizes duplication of effort.

NOTE:

For the purpose of this instruction, reception includes activities directly related to making preparations for integrating additional units/personnel arriving as a result of mission tasking.

1.2.2.11. Establish and provide oversight of the wing/group internal and external intelligence training program.

1.2.2.12. Manage wing/group SCI security program, as applicable.

1.2.2.13. Actively solicit feedback from wing/group and subordinate commanders to improve intelligence support processes.

1.2.2.14. Solicit squadron intelligence feedback, where applicable. Establish an active visitation program to squadron intelligence work centers to ensure their concerns are being addressed.

1.2.2.15. Monitor the peacetime flying schedule and changes, as they occur, to ensure required intelligence is provided.

1.2.2.16. Manage wing/group Production Requirement (PR) and Request For Information (RFI) programs IAW Department of Defense Intelligence Production Program (DoDIPP) and MAJCOM/theater guidance, as appropriate.

1.2.2.17. Exhaust internal resources to accomplish intelligence support functions before forwarding requirements to outside agencies.

1.2.2.18. Provide intelligence for local and deployed security missions through coordination with local Security Police, Office of Special Investigations, Special Security Office personnel, and the wing/group/installation Force Protection Working Group.

1.2.2.19. Develop and implement an intelligence unit self-assessment program.

1.2.2.20. Standardize intelligence procedures and processes (briefings, situation displays, etc.) throughout the wing/group to the fullest extent possible.

1.2.2.21. Participate in unit certification boards, verification boards, Weapons and Tactics Boards, etc., as applicable.

1.2.3. Operational Squadron Intelligence Personnel Responsibilities. Squadron intelligence will:

1.2.3.1. Provide intelligence to the squadron during all phases of operations. This includes, but is not limited to, current intelligence, scenario inputs, and mission planning.

1.2.3.2. Coordinate intelligence requirements and issues through wing/group SIO, or next higher headquarters SIO if not subordinate to wing/group.

1.2.3.3. Participate in wing/group intelligence training programs.

1.2.3.4. Execute the internal and external intelligence training program within the squadron.

1.2.3.5. Monitor unit tasking for exercises, contingency plans, and operations. Advise wing/group SIO of significant changes to unit tasking for exercises, contingency plans, and operations.

1.2.3.6. Ensure mobility or reception preparedness of intelligence activities and personnel within the squadron/flight. Coordinate with wing/group SIO on deployed intelligence support requirements.

Chapter 2

READINESS

2.1. External Intelligence Training. This recurring program will outline the items to be trained during the training cycle, training methods, documentation procedures, testing, and trend analysis procedures. This training is for unit operations, aircrew, ground teams and support personnel who do not hold intelligence AFSCs.

2.1.1. Operations group commander (or equivalent) will:

2.1.1.1. Develop and maintain written guidance to ensure compliance with the external intelligence training program.

2.1.2. Wing/group SIO will.

2.1.2.1. Build an effective training program with input from operational squadrons, weapons and tactics representatives, life support personnel, security police, OSI and survival instructors.

2.1.2.2. Establish the wing/group external intelligence training program tailored to the unit's mission, projected wartime tasking and/or weapon system and base/deployment location(s).

2.1.2.3. Ensure training items include, but are not limited to 1) Threat Knowledge (as it applies to both mission execution and air base defense) 2) Visual Recognition, 3) Evasion and Recovery, and 4) Collection and Reporting.

2.1.2.4. Develop specific threat knowledge and visual recognition training objectives tailored to the unit's mission, weapon system, base and forward operating locations.

2.1.2.5. Review training objectives for currency prior to the beginning of the training cycle.

2.1.2.6. Ensure MCM 3-1, Vol II, (Threat Reference Guide and Countertactics), is the primary reference for threat knowledge training and ensure this training is current with the latest edition.

2.1.2.7. Ensure procedures for conducting, documenting, testing, evaluating, monitoring and reporting external intelligence training are in place.

2.1.2.7. (AFRC) Use of formally documented testing of aircrew intelligence training (AIT) is highly encouraged. Pre and post testing is an effective tool to assess the quality of instruction and common weak areas, but the command does not require a specific format or accountable documentation of AIT beyond what is necessary to establish a basic trend analysis. Testing is not mandated for supported non-aircrew activities and individuals, such as deploying troops.

2.1.2.8. Ensure trend analysis is conducted following each training cycle and lessons learned are applied during succeeding cycles, as applicable.

2.1.2.9. Provide a written evaluation of the wing/group external training program to the Operations Group Commander or equivalent at the end of each training cycle.

2.1.2.10. Appoint an external intelligence training program manager to oversee program execution and to assist customers in monitoring external training requirements and accomplishments. Where assigned, the USAF Intelligence Weapons Instructor Course graduate will be the program manager.

2.1.2.11. Establish minimum qualifications for intelligence personnel to receive certification as external intelligence trainers. Ensure they are certified in areas on which they provide instruction prior to conducting training. Actively solicit customer feedback to ensure trainers meet program requirements.

2.1.2.12. Ensure assigned Combat Aircrew Training School/ HQ Air Mobility Warfare Center graduates are directly involved in external intelligence training program development and management.

2.1.2.13. Ensure training is documented using the Air Force Operations Resource Management System (AFORMS) or locally developed program.

2.1.2.14. Ensure assigned graduates of the SV-80-A (Combat Survival), or other recognized Evasion & Recovery (E&R) programs are directly involved in E&R training program development and conduct.

2.1.2.14. (AFRC) See AFI 36-2209, AFRC Supplement 1, for AFRC procedures intelligence personnel must use to apply for SV-80-A or other similar courses. Traditional reservists submit training request via AF 101 and air reserve technicians submit DD-1556s.

2.1.3. Operational Squadron Intelligence personnel will:

2.1.3.1. Provide input to and execute the wing/group external intelligence training program for assigned and attached personnel.

2.1.3.2. Provide written evaluation of their training program to the Squadron Commander and the OSS external intelligence training program manager.

2.2. Internal Intelligence Training. This is training for all unit personnel, including assigned or attached IMAs, with intelligence AFSCs.

2.2.1. Wing/group SIO will:

2.2.1.1. Develop and implement a wing/group internal intelligence training program.

2.2.1.2. Ensure the program qualifies all intelligence personnel to perform their readiness and employment duties. All intelligence personnel in the wing/group will participate in the internal intelligence training program. Ensure personnel unable to attend scheduled program events receive make-up training on missed subjects.

2.2.1.2. (AFRC) Use the following priorities in allocating individual training time:

2.2.1.2.1. (Added-AFRC) Intelligence Oversight Training, UCMJ, and other training mandated by public law.

2.2.1.2.2. (Added-AFRC) Training necessary for the individual to perform AFSC-duties in an operational environment.

2.2.1.2.3. (Added-AFRC) Training necessary for the individual to perform other duties prescribed by their AFSC.

2.2.1.2.4. (Added-AFRC) Other training.

2.2.1.3. Ensure wing/group operating instructions and/or procedures are developed which outline how to conduct and document the internal intelligence training program, IAW this instruction, AFI

36-2201, (Developing, Managing and Conducting Training), the Career Field Education and Training Plan for the corresponding career field and MAJCOM directives, as applicable.

2.2.1.4. Appoint an internal intelligence training program manager to oversee program execution and to monitor individual training accomplishment.

2.2.1.5. Ensure the training program addresses unit mission and includes threat systems that affect execution of the unit mission, current intelligence, individually assigned peacetime and wartime tasks (mobilization, deployment, and employment) force protection and automated intelligence systems.

2.2.1.6. Ensure training program includes assigned unit weapon systems capabilities and limitations.

2.2.1.7. The training program should include SCI management and SCI security handling procedures (as applicable).

2.2.1.8. Ensure the program trains intelligence augmentees for rapid integration into unit operations.

2.3. Intelligence Orientation Program.

2.3.1. The wing/group SIO will:

2.3.1.1. Ensure newly assigned individuals complete an orientation of the unit intelligence organization within 60 days of arrival on-station (NLT 180 days for USAFR/ANG units and assigned or attached IMAs).

2.3.1.2. As a minimum, all orientation programs will provide familiarization/training, as applicable, on:

2.3.1.2.1. MAJCOM/theater and intermediate command missions.

2.3.1.2.2. Unit weapon systems capabilities and missions.

2.3.1.2.3. Unit OPLAN/OPORD tasking and related specific intelligence requirements.

2.3.1.2.4. Unit aircrew verification/certification process.

2.3.1.2.5. Unit intelligence wartime and peacetime mission and organization.

2.3.1.2.6. Safety and security procedures applicable to unit intelligence activities.

2.3.1.2.7. Basics of functional area equipment (i.e. desktop computers and software programs, threat data equipment, e.g. CIS)

2.3.1.2.8. Job description and responsibilities.

2.3.1.2.9. Intelligence Oversight Program.

2.3.1.2.10. Recall Procedures.

2.3.1.2.11. Air Force and operating instructions.

2.3.1.2.12. Local area threats (terrorism, etc.)

2.3.1.3. Document individual completion of the orientation program (using individual OJT records when appropriate).

2.4. Formal Intelligence Training. (ANG units will coordinate through ANG channels).

2.4.1. MAJCOMs will:

2.4.1.1. Annually solicit intelligence units' formal training requirements for the subsequent year and coordinate requirements with appropriate agencies.

2.4.1.1. (AFRC) HQ AFRC/DOIT (chief enlisted manager - school's point of contact) coordinates, forecasts, and manages all unit AFSC school tour requirements.

2.4.2. Wing/group SIO will:

2.4.2.1. Solicit and consolidate formal/special training requirements for all assigned and attached intelligence personnel.

2.4.2.1. (AFRC) AFRC intelligence sections submit formal AFSC intelligence training requirements to their unit training office with an information copy to HQ AFRC/DOIT.

2.4.2.1.1. (Added-AFRC) Prior coordination with HQ AFRC/DOIT is necessary to avoid conflict due to quota restrictions.

2.4.2.1.2. (Added-AFRC) Waivers to formal AFSC training are submitted, through the AFRC/NAF, to HQ AFRC/DOIT according to attachment 1 to this supplement. Final waiver decision is the responsibility of AFRC/DOI.

2.5. Intelligence Oversight Program. All intelligence elements will be familiar with and adhere to the provisions of DOD 5240.1-R, AFI 90-201 (Inspector General Activities), and AFI 14-104 (Conduct of Intelligence Activities).

2.5.1. (Added-AFRC) All intelligence elements will be familiar with, and adhere to, the provisions of Executive Order 12333, United States Intelligence Activities.

2.5.2. (Added-AFRC) AFRC/DOIX develops an AFRC Unit Compliance Inspection Guide for Intelligence Oversight. AFRC/IG distributes this Guide and performs Command Intelligence Oversight Inspections using the items in this Guide.

2.5.3. (Added-AFRC) AFRC/DOIX develops and, or distributes Intelligence Oversight briefings and training materials that address AFRC Intelligence Oversight concerns and meet all requirements for initial and refresher Intelligence Oversight training.

2.5.4. (Added-AFRC) Direct Intelligence Oversight questions and violations to AFRC/DOIX and AFRC/IG, as appropriate.

2.6. Mission Essential Ground Personnel (MEGP). The Operations Group Commander, in conjunction with the wing/group SIO, will develop an MEGP program, IAW governing MAJCOM directives that ensures intelligence personnel are able to maximize MEGP status to gain an understanding of assigned weapon systems.

2.6.1. (Added-AFRC) HQ AFRC/DOI encourages an active MEGP in all AFRC units.

2.7. Internal Management.

2.7.1. Intelligence personnel will not be assigned additional duties that interfere with their contingency/wartime tasking(s) or intelligence responsibilities. Intelligence personnel will not be designated as augmentees for other base functions during wartime, contingencies, or exercises.

2.7.2. The wing/group SIO will.

2.7.2. (AFRC) In AFRC intelligence units, the incumbent senior ranking officer holding the Lt Col billet (where authorized) is designated the senior intelligence officer (SIO) for the purpose of complying with this instruction. When the SIO traditional reservist, and the Air Reserve technician (ART) officer are of equal grade, the ART will be designated the wing SIO. The ART Intelligence NCO functions as squadron Intelligence NCOIC and is normally assigned to UTC PFMAF, PFMAF, 3FXXX, PFMJB/D/E/K, or PFRR3.

2.7.2.1. Conduct periodic reviews of written guidance to ensure currency, accuracy, appropriateness, and applicability.

2.7.2.2. Ensure continuity books or other programs are developed and maintained for key functions.

2.7.2.3. Submit manpower status reports IAW MAJCOM functional manager requirements.

2.7.3. Operational Squadron Intelligence Personnel will:

2.7.3.1. Ensure continuity books or other programs are developed and maintained for key functions.

2.7.3.2. Participate in the development of wing/group intelligence guidance.

2.8. Management of Reference Files.

2.8.1. Wing/group SIO will:

2.8.1.1. Appoint a primary and alternate intelligence reference materials manager IAW MAJCOM requirements to manage intelligence documents, reference materials, and reading library.

2.8.1.2. Determine intelligence document requirements (to include mobility documents and references) for the wing/group and squadrons based on mission requirements. SIOs with geographically separated units (GSU) will monitor GSU requirements to ensure required documents are on hand.

2.8.1.3. Review and submit wing/group Statements of Intelligence Interest (SII) and supporting documentation through validation chain to the Command Dissemination Manager.

2.8.1.3. (AFRC) AFRC intelligence sections forward Statements of Intelligence Interest (SII), and requests for intelligence documents, reference materials, and background data, directly to their GMAJCOM. No information copies to HQ AFRC/DOIO are required. For ACC gained units, requests should be forwarded to GNAF/AIS (ACC SUP 2.8.1.1.2.).

2.8.1.4. Maintain an intelligence dissemination program and reference library accessible to all personnel with an appropriate security clearance and valid need to know.

2.8.1.5. Ensure intelligence GGI&S requirements are identified IAW AFI 14-205, (Identifying Requirements for Obtaining and Using Cartographic and Geodetics Products and Services) and sufficient stocks are maintained for training and readiness, deployment and employment. Units must refer to theater guidance for additional GGI&S requirements prior to deployment.

2.8.1.5. (AFRC) AFRC intelligence sections use GMAJCOM procedures to fulfill GGI&S requirements. No information copies of requests need to be forwarded to AFRC NAFs or HQ.

2.8.1.6. Periodically publish and disseminate an accession list to squadrons incorporating all new incoming documents.

2.8.1.7. Organize intelligence library to permit timely retrieval of all documents and material required to support contingency tasking.

2.8.2. Operational squadron intelligence personnel (where applicable) will:

2.8.2.1. Submit document requirements to wing/group SIO for consolidation and forwarding through validation chain.

2.8.2.2. Submit inputs to the wing/group SIO for inclusion in the wing/group SII. GSUs will follow MAJCOM guidance.

2.8.2.3. Manage intelligence documents, reference materials, and reading library in the operational squadron.

2.9. Foreign Disclosure Program.

2.9.1. Policies and procedures for disclosing classified and unclassified military information to foreign nationals are contained in AFI 16-201, AF Handbook 16-202, (Disclosure Handbook) and DoD Directive 5230.11. All classified and unclassified military information must be reviewed and approved by a properly designated disclosure authority before release.

2.9.2. Information may be disclosed only when all the disclosure criteria and conditions as outlined in governing directives are satisfied. Contact MAJCOM Foreign Disclosure Office for guidance and approval.

2.10. Individual Mobilization Augmentee (IMA) Training and Utilization.

2.10.1. The wing/group SIO will ensure IMAs are trained and equipped to established command standards for the positions they will assume.

2.10.1.1. (Added-AFRC) Intelligence individual mobilization augmentees (IMA) may perform support and training activities at AFRC units, providing the duty is mutually beneficial to the IMA and the AFRC unit and the activity does not displace any unit intelligence training opportunity. Cross training is also contingent on concurrence of the IMAs unit of assignment, HQ Air Intelligence Agency's Reserve Affairs Office (AIA/RE), and the AFRC unit where the duty is performed.

2.10.1.2. (Added-AFRC) AFRC unit reservists may perform support and training activities at IMA facilities, such as Joint Reserve Intelligence Centers (JRIC), providing the duty is beneficial to the AFRC unit and member.

2.11. Exercise Planning.

2.11.1. The wing/group SIO will.

2.11.1.1. Develop intelligence scenarios for wing/group exercises that reflect unit mission tasking. Ensure scenarios facilitate a practical simulation of operational intelligence functions and include realistic mission area threats.

2.11.1.2. Appoint an experienced and qualified intelligence representative as a member of the wing/group exercise planning and evaluation team.

Chapter 3

DEPLOYMENT

3.1. Mobility and Reception.

3.1.1. The MAJCOM will:

- 3.1.1.1. Provide policy and guidance on mobility and reception issues.
- 3.1.1.2. Provide assistance in addressing contingency or exercise related manpower, equipment and communication requirements.
- 3.1.1.3. Provide oversight of intelligence unit type code (UTC) management and if appropriate, inform the Air Staff Functional Manager of any UTC-related problems.
- 3.1.1.4. Provide list of minimum requirements for mobility equipment.

3.1.2. The wing/group SIO will:

- 3.1.2.1. Identify OSS/OSF intelligence personnel and equipment to support tasked UTCs. Act as the wing focal point for all intelligence AFSC requirements in tasked UTCs and any deployment orders, coordinating with mobility action agencies on the base.

3.1.2.1.1. (Added-AFRC) AFRC intelligence sections identify unit manning document list (UMDL) and unit type code (UTC) manpower and equipment shortfalls to HQ AFRC/DOIX with information copies to the unit XP, the operations group commander, the OSS/OSF commander, and (if applicable) the flying squadron commander. Information copies to the AFRC NAF/IN are required. Direct individual assignment issues to HQ AFRC/DOIO with information copies to the AFRC NAF/IN.

- 3.1.2.2. Ensure unit personnel and assigned IMAs are fully qualified to fill mobility slots to include SCI eligibility requirements.

3.1.2.2. (AFRC) AFRC members with intelligence AFSCs must maintain the appropriate clearances for SCI eligibility.

- 3.1.2.3. Ensure current written checklists or procedures are available for required support to mobility, reception, intelligence systems, communications architecture, T-SCIF requirements, and intelligence tasking(s).

- 3.1.2.4. Ensure mobility procedures satisfy time lines for packing and marshaling documents, materials, and equipment. Coordinate with deploying operational squadron personnel to deconflict intelligence deployment priorities, optimize personnel and equipment mix, and identify the planned intelligence structure and functions.

3.1.2.5. (Added-AFRC) Appoint an intelligence mobility manager for the unit who manages the preparation, generation, and deployment of all the unit's intelligence UTCs. The Intelligence Mobility Manager develops written guidance on executing the program to ensure customer requirements are met. The Intelligence Mobility Manager maintains a list of personnel and equipment assigned to each Intel UTC within the unit. Lists provided by XP or other agencies are sufficient for this purpose.

3.1.3. Operational squadron intelligence personnel will:

3.1.3.1. Coordinate intelligence personnel and equipment support for tasked UTCs and any deployment orders with squadron staff and wing/group SIO.

3.1.3.2. Identify unfilled requirements and notify squadron staff and wing/group SIO.

3.2. Cross Servicing During Deployment.

3.2.1. Civil Reserve Air Fleet (CRAF) Support: The CRAF is a Department of Defense and Department of Transportation program designed to augment Air Mobility Command organic mobility resources during times of crisis.

3.2.1.1. Upon activation of the CRAF, host units are responsible for providing support to CRAF assets.

3.2.1.2. CRAF crew access to information is based strictly on need-to-know considerations and verification of CRAF status. Verification will be confirmed with the flight release form, plus the company identification card and/or Geneva convention card.

3.2.1.3. The level of information disclosed is restricted to collateral SECRET and below. CRAF forces are not allowed to obtain hard or soft copy documentation.

3.3. Host Support to Transient Units.

3.3.1. Wing/group SIO will provide intelligence support and related activities (mission briefing, targeting, mission planning, GGI&S support, etc.) to transient units, as required.

3.3.2. Transient intelligence personnel and/or aircrews will advise host of current and anticipated intelligence requirements and coordinate for assistance through appropriate channels.

3.4. Operations Support Materials. Wing/group SIOs will ensure all organization intelligence functions are equipped with the required GGI&S, imagery, and target material products to support briefings, training, mission planning, staff support, and employment operations.

3.5. Host Base Support Responsibilities. Host and deployed units will provide mutual intelligence support and related activities as required.

3.6. Briefing Support.

3.6.1. The wing/group SIO will:

3.6.1.1. Ensure that intelligence briefings in support of mission objectives incorporate up-to-date intelligence tailored to the audience.

3.6.1.2. Ensure commanders and staff are provided a situation briefing as required.

3.6.1.3. Ensure intelligence personnel and augmentees are provided a situation briefing/update at shift changeover.

3.6.1.4. Ensure intelligence personnel provide briefing support IAW MAJCOM directives.

Chapter 4

EMPLOYMENT/SUSTAINMENT

4.1. Mission Planning.

4.1.1. The wing/group SIO will:

- 4.1.1.1. Ensure that intelligence personnel are capable of extracting data from the appropriate tasking document (e.g. Air Tasking Order, Airspace Coordination Order or Integrated Tasking Order, etc.) or other tasking that initiates the mission process and sets in motion the dynamic planning processes at the unit level.
- 4.1.1.2. Ensure intelligence personnel are trained and available to participate in the Mission Planning Cell (MPC). These personnel will participate IAW local directives in developing mission profiles, supplying material and information to execute missions, and satisfying tasking orders.
- 4.1.1.3. Ensure preplanned missions are updated to reflect the latest available intelligence information affecting the mission and are planned to minimize threat and enhance survivability.
- 4.1.1.4. Ensure quality control of intelligence mission folder data.
- 4.1.1.5. Designate personnel to participate in unit tactical deception planning.
- 4.1.1.6. Ensure intelligence personnel assigned to mission planning functions are trained on and understand their responsibilities concerning the Law of Armed Conflict (LOAC).

4.2. Briefing Support.

4.2.1. The SIO will:

- 4.2.1.1. Ensure that intelligence briefings in support of mission objectives incorporate up-to-date intelligence tailored to the audience.
- 4.2.1.2. Ensure commanders and staff are provided a situation briefing as required.
- 4.2.1.3. Ensure intelligence personnel and augmentees are provided a situation briefing/update at shift changeover.
- 4.2.1.4. Ensure intelligence personnel provide briefing support IAW MAJCOM directives.

4.3. Debriefing and Reporting.

- 4.3.1. Aircrews will report perishable, critical information of intelligence value with an inflight report.
- 4.3.2. Intelligence personnel will debrief all missions, IAW MAJCOM/theater directives.
- 4.3.3. Wing/group procedures will include preparation for each debriefing prior to the combat crews' return to base including pre-entering mission information and inflight report data on appropriate forms.
- 4.3.4. Intelligence personnel will establish procedures to ensure all combat crews' are debriefed on perishable, critical information of intelligence value prior to all other debriefings.

4.3.5. Procedures will be developed to ensure critical debrief information is disseminated. All voice reports will be followed up with written documentation. SCI material may only be transmitted on SCI accredited equipment located in a SCIF.

4.3.6. Debriefed information must be reported IAW with tasking authority requirements. All reports will be quality controlled and submitted IAW OPLAN and/or theater guidance and procedures. In the event there is no OPLAN/theater guidance, US Message Text Format will be used for all reports.

4.3.7. In the absence of higher headquarters guidance, classification of debriefing information will be IAW attachment 1.

4.4. Evasion and Recovery (E&R). Wing/group SIO will develop an E&R training program in conjunction with operations, life support and Survival, Evasion, Resistance, and Escape, (SERE) personnel. Include as a minimum: Code of Conduct training; DD Form 1833, Isolated Personnel Reports (ISOPREP) maintenance and review; Evasion Plan of Action (EPA) preparation, E&R materials and theater combat recovery procedures.

4.4. (AFRC) The wing SIO appoints a personal recovery (PR) manager to manage all phases of intelligence PR support within the wing. This individual develops written guidance on executing the program to ensure customer requirements are met. This individual will be a graduate of, or scheduled to attend, a formal PR training program as listed in paragraph 2.1.2.14, or an equivalent, as determined by the NAF/IN.

4.4.1. Code of Conduct Continuation Training: All aircrew members will be trained on the Code of Conduct as an integral part of survival, evasion, resistance, escape and recovery principles and techniques IAW AFI 36-2209 (Survival and Code of Conduct Training), DOD Directive 1300.7, and other applicable directives.

4.4.2. ISOPREPs: Every person subject to participation in an employment mission must have two current, accurate, identical ISOPREP cards on file. Individuals with ISOPREPs will review them at least every six months. During employment operations, personnel will review ISOPREP upon deployment, prior to their first mission of the day, and as often as necessary thereafter.

4.4.2. (AFRC) Units may maintain classified ISOPREP data in an electronic database, rather than the DD Form 1833, provided units maintain a demonstrable capability to rapidly reconstitute the ISOPREP when required. Maintain unclassified portions of the ISOPREP (name, picture, fingerprints, etc.) as FOUO until the ISOPREP is reconstituted.

4.4.2.1. When deploying to support contingencies, forward one of the two ISOPREPs to the deployed location, unless theater requirements dictate otherwise. If not received, the gaining organization will request the ISOPREPs from the losing unit.

4.4.2.2. Secure electronic transmission of ISOPREPs is authorized to meet short-notice requirements. Be prepared to forward hardcopy DD 1833 upon theater request.

4.4.2.3. The parent unit will maintain a legible copy of deployed personnel ISOPREPs.

4.4.3. EPA: Every person, crew, or team subject to participation in a combat mission must have and review an EPA applicable for that mission. Ensure personnel are familiar with theater combat recovery procedures as noted in the Special Instructions of the tasking order, to include use of authentication codes (word/letter/number of day), communications requirements, identification methods, and any particular points of interest.

4.4.3.1. Personnel participating in multiple missions within a 24-hour period need not reaccomplish an EPA if the objective area is the same and the crew or person considers the former EPA valid.

4.4.4. E&R Materials: Unit intelligence personnel will ensure sufficient quantities of applicable evasion kits are available, and positive control procedures established. Evasion charts are mandatory evasion kit items. Kits may include blood chits, pointee talkees, infrared lights, infrared reflective tape, barter items and button compass. Simulated E&R kits will be developed for exercises.

4.5. Automated Intelligence Systems. Intelligence personnel must use all available systems necessary to accomplish mission tasking. Systems must be accredited for the highest classification of the information to be processed.

4.5.1. Unit intelligence personnel will integrate available automated systems (i.e. CIS, CIS Automatic Associator, JDISS, etc.) into day-to-day operations and establish an ongoing, aggressive, training program.

4.5.2. Units will make maximum use of exercises to provide personnel additional familiarization with automated systems.

4.6. Cross Servicing During Employment. Some aircraft will recover from missions at other than home station. Host units will ensure that all aircraft recovering at their base receive intelligence support. Upon request, the SIO will designate intelligence personnel who will support the crew. Host unit intelligence will debrief the aircrews and submit the appropriate reports with a copy to the parent unit. If the crew is retasked, intelligence will provide a mission threat briefing and assist them with mission planning.

4.7. Force Protection. SIOs will develop, implement and execute a force protection support program as an integral part of the Wing/Base Installation Commander's Force Protection Program. SIO's program will identify which elements, both at home and/or deployed, require intelligence support to perform their force protection functions and tailor intelligence products to meet customer needs.

4.7.1. SIOs will appoint, in writing, an intelligence officer/NCO and establish formal procedures for coordinating anti-terrorism intelligence with the local Office of Special Investigations and Security Police, as appropriate. The unit anti-terrorism intelligence POC will be a member of the wing/group force protection working group.

JOHN P. JUMPER, Lt Gen, USAF
DCS/Air and Space Operations

Attachment 1

SECURITY GUIDANCE FOR REPORTING MISSION RESULTS

Security Guidance For Reporting Mission Results

This is minimum security guidance for reporting.

If the report contains information on:	Which Reveal:	Then the report will be a minimum of:
Sources requiring protection at Secret level	Units in vulnerable locations or involved in sensitive activities	SECRET
Information/coordinates on fleeting targets	Location, general description, size of force, direction or speed	UNCLASSIFIED
Stand-alone Basic Encyclopedia (BE) numbers		UNCLASSIFIED
Coordinates	Fixed, potential or actual targets or operating area	SECRET
Electronic activity	Effectiveness of fire, or other detailed descriptions of identified equipment*	SECRET
Electronic activity	RWR indications	SECRET/USONLY
US and Allied units	Deployment location, size, status, or equipment*	CONFIDENTIAL
	Combat losses, damage of friendly aircraft or other military sources*	CONFIDENTIAL
Enemy units	Association of target or BE numbers with target locations/names	SECRET
	Information on potential fixed targets	SECRET
	Exploitable enemy weakness	SECRET

* This information could be exploited by the enemy to their tactical advantage.

Attachment 2 (Added-AFRC)

AFRC WAIVER OF INTELLIGENCE MANDATORY AFSC TRAINING COURSE

A2.1. (Added-AFRC) Purpose: Manage waiver of intelligence AFSC training waivers.

A2.2. (Added-AFRC) A waiver request should be structured to parallel the course curriculum of the formal school for which the waiver is generated.

A2.3. (Added-AFRC) Generate a waiver only when attendance at a formal school clearly duplicates other training and experience already possessed by the potential student. A waiver is an extraordinary action and must be fully justified. Advantage to the Air Force, normally in financial and availability savings, must be demonstrated.

A2.4. (Added-AFRC) A mandatory waiver request is initiated by the unit Senior Intelligence Officer (SIO). The waiver request should be approved by the SIOs' immediate supervisor.

A2.5. (Added-AFRC) The waiver package is forwarded by the SIO to the NAF/IN for review, approval/disapproval, and endorsement within 30 calendar days of receipt.

A2.6. (Added-AFRC) If disapproved, the NAF/IN returns the package to the SIO with comment.

A2.7. (Added-AFRC) If approved, the NAF/IN forwards the endorsed package to AFRC/DOI. DOI selects and convenes a formal waiver review panel consisting of the following individuals within 30 calendar days of receipt. The senior person acts as Chairperson and DOIT acts as Recorder/Facilitator. A typical panel includes:

A2.7.1. (Added-AFRC) DOIT. (chief enlisted manager - school's point of contact) acting as the recorder - facilitator.

A2.7.2. (Added-AFRC) A NAF/IN, other than the NAF/IN that forwarded the package.

A2.7.3. (Added-AFRC) A unit intelligence officer or senior NCO from the same or similar weapon system as that of the potential student, if possible.

A2.8. (Added-AFRC) If disapproved, DOI returns the package to the endorsing NAF/IN with comment within 30 calendar days of the board meeting.

A2.9. (Added-AFRC) If approved, DOI endorses and forwards the waiver package within 30 calendar days of the board meeting to Air Staff for final approval action.

A2.10. (Added-AFRC) DOI monitors Air Staff action and keeps the applicable NAF/IN informed of package disposition.